UNITED
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Secretariat

ST/IC/1997/52
22 August 1997

INFORMATION CIRCULAR*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: 1998 NATIONAL COMPETITIVE RECRUITMENT EXAMINATIONS

1. The purpose of the present information circular is to invite applications from staff members in the General Service and related categories of the Secretariat who wish to take the national competitive recruitment examinations at the P-2 and P-3 levels in 1998, in accordance with the provisions of administrative instruction ST/AI/1997/1.

2. The 1998 National Competitive Recruitment Examinations will be held from 9 to 13 February 1998 in the following occupational groups in accordance with the needs of the Organization: administration (P-2/3), demography (P-3), economics (P-2/3), electronic data processing (P-2/3), finance (P-2/3), legal affairs (P-2/3), public information (P-2/3), social affairs (P-2) and statistics (P-2/3).

3. A list of the participating Member States and the occupational groups assigned to each participating Member State is contained in the annex to the present circular.

4. Staff members who meet the conditions set out in administrative instruction ST/AI/1997/1 may apply by completing the attached application form and forwarding it to: 1998 National Competitive Recruitment Examinations (Staff Members), Examinations and Tests Section, room S-2590A, Specialist Services Division/Office of Human Resources Management, by 30 September 1997. The most recent performance appraisal form and copies of all university degrees obtained must be attached to the application.

* Expiration date of the present information circular: 31 December 1998.

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5. Incomplete applications will not be considered.

6. The present circular supersedes information circular ST/IC/1996/48 of 5 August 1996.

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APPLICATION FORM FOR NATIONAL COMPETITIVE RECRUITMENT EXAMINATION FOR GENERAL SERVICE STAFF MEMBERS OF THE UNITED NATIONS SECRETARIAT ONLY

Section I: Personal data

Last name: _____ Room No.: _____ Ext.: _____
First name: _____ Index No.: _____
Gender: _____ Grade: _____ Nationality: _____
Department: _____ Duty station: _____
EOD date: _____ Appointment: _____
Date of birth: _____ Expiration date: _____

Section II: Type of examination

Occupational group: _____ P-2 level: _____
P-3 level: _____

Latest copy of performance evaluation report attached: _____
Period covered in performance evaluation report: _____
Copies of degrees attached: _____

Section III: Experience, United Nations and outside (indicating dates, and departments/institutions)
(For P-3 examination only)

This application should be signed and submitted by 30 September 1997 to the Specialist Services Division, Room S-2590A.

Date: _____ Signature: _____

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ANNEX

List of Member States participating in the 1998 National Competitive Recruitment Examination programme and their respective occupational groups[a]

Angola	Administration, economics, electronic data processing, finance, public information, legal affairs, social affairs, statistics
Bosnia and Herzegovina	Administration (P-2 and P-3), economics, electronic data processing (P-2 and P-3), finance, public information, legal affairs, social affairs, statistics (P-2 and P-3)
Congo	Administration, economics, electronic data processing, finance, public information, legal affairs, social affairs and statistics
Djibouti	Administration, economics, electronic data processing, finance, public information, legal affairs, social affairs, statistics
Italy	Administration, demography (P-3 only), economics, electronic data processing, statistics (P-3 only)
Japan	Electronic data processing, finance, legal affairs (P-3 only), statistics
Libyan Arab Jamahiriya	Administration, economics, electronic data processing, finance, public information, legal affairs, social affairs, statistics
Liechtenstein	Administration, economics, electronic data processing, finance, public information, legal affairs, social affairs, statistics
Luxembourg	Administration, economics (P-3 only), electronic data processing, finance, public information, legal affairs (P-3 only), social affairs, statistics
Maldives	Administration, economics, electronic data processing, finance, public information, legal affairs, social affairs, statistics
Micronesia	Administration, economics, electronic data processing, finance (P-2 and P-3), public information, legal affairs (P-2 and P-3), social affairs, statistics
Mozambique	Administration, economics, electronic data processing, finance, public information, legal affairs, social affairs, statistics

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Namibia	Administration (P-3 only), economics (P-2 and P-3), electronic data processing, finance (P-2 and P-3), public information (P-2 and P-3), legal affairs, social affairs, statistics
Norway	Economics, electronic data processing (P-3 only), legal affairs
Romania	Administration, economics (P-2 and P-3), electronic data processing, finance, public information, legal affairs, social affairs, statistics (P-2 and P-3)
Turkey	Electronic data processing, legal affairs
United Kingdom of Great Britain and Northern Ireland	Demography (P-3 only), finance (P-3 only), public information (P-2 and P-3), legal affairs, social affairs
Viet Nam	Administration, demography (P-3 only), economics, electronic data processing, finance, public information, legal affairs, social affairs, statistics

Notes

[a] The occupational groups given are for P-2 examinations unless otherwise indicated.

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Secretariat

ST/IC/1997/53
25 August 1997

INFORMATION CIRCULAR*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: 1998 LANGUAGE PROFICIENCY EXAMINATIONS

1. The purpose of the present circular is to advise staff members of the registration dates and schedules for the two sessions of the United Nations language proficiency examinations to be held in 1998 in the six official languages of the United Nations (Arabic, Chinese, English, French, Russian and Spanish) in order to confirm the written and spoken knowledge of the languages and to qualify for language-related incentives.

2. The 1998 language proficiency examinations and their respective registration dates are as follows:

First session	Tuesday and Wednesday, 3 and 4 February 1998
Registration, first session	Monday to Friday, 12 to 23 January 1998
Second session	Tuesday and Wednesday, 26 and 27 May 1998
Registration, second session	Monday to Friday, 4 to 15 May 1998

Those who wish to take the examination in February or May 1998 may register with the Staff Development and Learning Service in room S-606 (ext. 3-7056) between 1 and 3 p.m. on the above registration dates. The language proficiency examination form should be filled out for each language examination requested at the time of registration.

3. The language proficiency examinations consist of a written part and an oral part. The schedules for February and May 1998 written examinations are as follows:

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* Expiration date of the present information circular: 31 December 1998.

(a) First session

Tuesday, 3 February 1998

English	9 a.m. to 12.30 p.m.
Chinese	2 p.m. to 5.30 p.m.
Russian	2 p.m. to 5.30 p.m.

Wednesday, 4 February 1998

French	9 a.m. to 12.30 p.m.
Arabic	2 p.m. to 5.30 p.m.
Spanish	2 p.m. to 5.30 p.m.

(b) Second session

Tuesday, 26 May 1998

English	9 a.m. to 12.30 p.m.
Chinese	2 p.m. to 5.30 p.m.
Russian	2 p.m. to 5.30 p.m.

Wednesday, 27 May 1998

French	9 a.m. to 12.30 p.m.
Arabic	2 p.m. to 5.30 p.m.
Spanish	2 p.m. to 5.30 p.m.

Candidates are advised to arrive 15 minutes before the start of the written examination time in order to allow for check-in procedures.

4. The number of the conference room in which each examination will be held will be posted in the Secretariat building on the fourth, fifth and sixth floor bulletin boards and on those in DC1, DC2 and DC3 buildings. Candidates should check the bulletin boards, as individual notices are not sent for the written examinations.

5. The oral examination will consist of individual 15-minute interviews. Candidates will be given interview appointments at the time of their registration.

6. Copies of sample examinations can be obtained in room S-606.

7. Candidates will receive written notification of their examination results by mid-April 1998 for the first session in February, and by mid-July 1998 for the second session in May. No results will be available prior to official notice.

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8. Pending preparation and issuance of an administrative instruction conforming to the provisions of bulletin ST/SGB/1997/1 on the rules and procedures governing language proficiency examinations and language incentives, staff members are requested to consult administrative instruction ST/AI/207 of 23 December 1971 and information circular ST/IC/1997/23, copies of which can be obtained in room S-606.